



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Robert Plamondon, *Chairman*

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*

Andrew Sheehan,
Town Administrator

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SELECTMEN'S MEETING MINUTES
APRIL 12, 2011 - 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 RP announced to the audience that this meeting is being tape recorded.
- 1.2 The meeting was called to order at 7:00P.M.
- 1.3 Roll call vote taken showed 3 members present: Chairman Robert Plamondon (RP) Vice-Chair Sue Lisio, and Clerk Nicholas Thalheimer (NT).
- 1.4 RP added agenda items 3.8 Maria Lane Scholarship and
3.9 Contract for Curbside Pickup

II. APPOINTMENTS /HEARINGS

- 2.1 7:30P.M. Capital Planning Committee, RE: Capital Plan.

The Board met with the Capital Planning Committee. Jed Coughlin, Chairman of the Capital Committee presented the Board with a packet - please see attached - including the proposed capital plan for FY12, the five year summary of capital items requested, the scoring/rate sheet with the policies & procedures outlining the methods used to evaluate and score the capital request, the warrant articles, and a summary of the last 10 years of capital purchased in the Town. Mr. Coughlin explained the recently damaged air compressor for the fire department was originally thought to be replaced by an insurance claim. However the town recently learned the insurance company will only fix the existing compressor and will not replace it. Mr. Coughlin relayed to the Selectmen, the Capital Committee is seeking an additional \$47,000 in order to fund the capital plan as voted. Discussion included: replacement of Fire Chief and Highway Superintendent's vehicle (s) with energy efficient models, purchase of the Ambulance with a 3 year lease/purchase. The Committee reviewed the summary of capital purchased and requested 3-6% of the budget be placed in the Capital Stabilization at the Annual Town Meeting. The Selectmen informed the committee funding for the FY13 plan will need to be address at the fall town meeting, as the funds that are now available are to be used for the school roof project. The Committee asked the Selectmen if they could submit the CIP to the Finance Committee as prepared for funding recommendation while the Selectmen decide if the additional \$47,000 requested could be funded. The Selectmen agreed to forward plan for recommendation.

III. MEETING BUSINESS:

- 3.1. Review/Approve change order in the amount of \$26,500.00 for the Witches Brook Pump Station No. 2 Pump and VFD upgrades with Stantec Consulting Services, Inc.
Paul Rafuse, Water Superintendent gave a brief outline of the project, explaining the complexities of installing the solar panels. The discussion included ARRA funding, outdated wiring and electrical system that needed to be upgraded in order to support the new solar installation, and increased scope of work for engineers. Mr. Rafuse explained \$6,500.00 of the change order will be funded from the Water Department's professional services account. Stantec will be requesting this additional amount from D.O.E.R., if the State agrees the Water Department will not have to use their operational money

for the change. Mr. Rafuse relayed that if we did have to use their own budgeted money, the department still got a solar panel and upgrade for \$6,500.00. NT moved to approve the change order in the amount of \$26,500.00 for the Witches Brook Pump Station No. 2 and VFD upgrades with Stantec Consulting Services, Inc. SL seconded. Unanimous Vote. Please see attached change order.

- 3.2 Review/Comment mandatory referral for the Planning Board, RE: Proposed zoning amendment. The Board reviewed as attached. The Board moved to defer to the Planning Board.
- 3.3 Approve/Sign warrant for the April 25, 2011 Annual Town Election.
The Board reviewed the election warrant – please see attached. NT moved to approve and sign the Annual Town Election warrant for April 25, 2011. SL seconded. Unanimous vote.
- 3.4 Review/Discuss/Approve warrant for the May 3, 2011 Annual Town Meeting.
The Board together with the Town Administrator reviewed the Annual Town Meeting Warrant articles – please see attached. Discussion included; petition article placement on the special instead of the annual as it was not received by March 1, 2011 deadline. RP relayed he was not willing to sponsor or support due to petitioner not meeting the deadline set by the bylaw. NT moved to approve the warrant for May 3, 2011 special town meeting and sign outside of session. SL seconded. Unanimous vote.
- 3.5 Review/Discuss/Approve warrant for the May 3, 2011 Special Town Meeting.
Christine Clish, Director of the Council on Aging, met with the Selectmen to request additional funds to be appropriated through a warrant article in order to help with the lunch program at the Senior Center. Ms. Clish explained the program has doubled in size and is now serving over 100 lunches a week. She added that this is accomplished with the assistance of volunteers. Ms. Clish explained there is a person who is certified and has been running the entire program, further explaining this person will no longer be able to continue volunteering without pay. Ms. Clish asked the Board to consider funding a position for someone that is certified to operate the lunch program for approximately 8 hours per week. Mr. Sheehan explained that all budgets were level funded this year. He anticipates a budget shortfall of between \$20-50k. Final figures will not be known until the State House finalizes local aid numbers. Eileen Violette, member of the Council on Aging explained the meals are a newer program, only six months old and there was no way to know how fast it would grow. RP explained due to the lateness of the request and lack of available funds that he would have to vote against the request. SL and NT agreed with RP.
The Board finished reviewing the Annual Town Meeting warrant articles as attached. Mr. Sheehan informed the Board that Labor Counsel advised him not to put article 23 on the warrant, an article which would give a stipend to those employees who do not take the town's health insurance. The proper way to address the issue would be through the personnel policies & procedures. The Board agreed to remove Article 23. The Board agreed to put article 24 on the warrant but did not express support for the change. NT moved to approve the warrant striking article 23 and to sign the warrant outside of the meeting. SL seconded. Unanimous vote.
- 3.6 Review/Approve contract/award agreement for the classification and compensation study.
The Board reviewed the agreement – please see attached. NT moved to approve and award the compensation and classification study and award to HRS, Inc. SL seconded. Unanimous vote.
- 3.7 NT moved to approve and sign a proclamation declaring the week of April 10th – 16th, 2011 as National Public Safety Telecommunications Week. SL seconded. Unanimous vote.
- 3.8 NT moved to approve and sign the Maria Lane scholarship award letter and to keep the name secret. SL seconded. Unanimous vote.

3.9 Mr. Sheehan informed the Board that final negotiations for the contract are being conducted, with assistance from Tessa David and Chris Genoter. Mr. Sheehan informed the Board it the contract should be available next week for signature by the Selectmen.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

4.1 NT moved to appoint William E. May as a volunteer to the Townsend Police Department for a term effective April 1, 2011 to June 30, 2011. SL seconded. Unanimous vote.

4.2 NT moved to appoint Robert Camelio as a volunteer to the Townsend Police Department for a term effective April 1, 2011 to June 30, 2011. SL seconded. Unanimous vote.

4.3 NT moved to appoint Charles Gianturcco as a volunteer to the Townsend Police Department for a term effective April 1, 2011 to June 30, 2011. SL seconded. Unanimous vote.

V. WORK SESSION:

5.1 *Board of Selectmen Representative Updates/Reports.*

NT announced that an error was made in the notice for the Open Space hearing, that it will be in the Selectmen's chambers and not the Meeting Hall. NT reminded everyone must license their dogs by May 1, 2011 or a fine will be imposed.

5.2 *Town Administrator Report/Reminders*

Mr. Sheehan informed the Board that Chapter 90 funds will be higher than in previous fiscal years. The Wheeler Road Bridge project had some weather-related setbacks during the winter; however it is still hoped to be finished late this year. Mr. Sheehan read a press update from the Police Chief – please see attached. Other updates included: DOR management review, Energy Committee progress, and a reminder of the upcoming Finance Committee meeting scheduled on April 21, 2011. The Board discussed the appointment needed for the Charter Review Committee. RP moved to designate SL to be the Board of Selectmen's Representative on the Charter Review Committee. NT seconded. Unanimous vote.

5.3 NT moved to approve and sign the payroll warrant outside of the meeting. SL seconded. Unanimous vote.

5.4 NT moved to approve the bills payable warrant outside of the meeting. SL seconded. Unanimous vote.

VI. ADJOURNMENT:

RP moved to adjourn the meeting at 9:35P.M. NT seconded. Unanimous vote.

Vote to release minutes of April 12, 2011 taken at the meeting held on _____, 2011.

SELECTMEN'S MEETING AGENDA

APRIL 12, 2011 - 7:00 P.M.

Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 Notice to the audience that this meeting is being tape recorded
- 1.2 Call the meeting to order.
- 1.3 Roll call.
- 1.4 Chairman's Additions or Deletions.

II. APPOINTMENTS /HEARINGS

- 2.1 7:30P.M. Capital Planning Committee, RE: Capital Plan.

III. MEETING BUSINESS:

- 3.1. Review/Approve change order in the amount of \$26,500.00 for the Witches Brook Pump Station No. 2 Pump and VFD upgrades with Stantec Consulting Services, Inc.
- 3.2 Review/Comment mandatory referral for the Planning Board, RE: Proposed zoning amendment.
- 3.3 Approve/Sign warrant for the April 25, 2011 Annual Town Election.
- 3.4 Review/Discuss/Approve warrant for the May 3, 2011 Annual Town Meeting.
- 3.5 Review/Discuss/Approve warrant for the May 3, 2011 Special Town Meeting.
- 3.6 Review/Approve contract/award agreement for the classification and compensation study.
- 3.7 Review/Sign proclamation declaring the week of April 10th - 16th, 2011 as National Public Safety Telecommunications Week.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appoint William E. May as a volunteer to the Townsend Police Department for a term effective April 1, 2011 to June 30, 2011.
- 4.2 Appoint Robert Camelio as a volunteer to the Townsend Police Department for a term effective April 1, 2011 to June 30, 2011
- 4.3 Appoint Charles Gianturcco as a volunteer to the Townsend Police Department for a term effective April 1, 2011 to June 30, 2011

V. WORK SESSION:

- 5.1 Board of Selectmen Representative Updates/Reports.
- 5.2 Town Administrator Report/Reminders
- 5.3 Review/Sign Payroll Warrant.
- 5.4 Review/Sign Bills Payable Warrant.

VI. ADJOURNMENT: